Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEXTBOOK ASSIGNMENT—APPLICATION SOFTWARE**

Directions: Using the textbook entitled “Office 2007,” read pages 9 – 15 (stop reading at the word Networks.) Define the terms below and answer the questions.

1. Software refers to the

2. This chapter teaches you 12 different kinds of application software, list them below:

(the key words in purple)

3. What can current Word Processing software support?

4. What is the name of Spreadsheet software by Microsoft?

5. What is a macro that is used in a Spreadsheet?

6. What is the name of Database software by Microsoft?

7. Database software is designed to keep track of information and how can it be arranged?

8. What is the name of Presentation software by Microsoft?

9. What does Presentation software allow users to do?

10. What is the purpose of Audio, Video, and Photo Editing software?

Photo editing software—

Video editing software—

Audio editing software—

11. Graphics and Drawing software packages can provide tools to design what?

12. List three examples of Graphics and Drawing software that you can purchase.

13. What is a software suite and what is the name of a Microsoft suite?

14. Give two examples of Money Management software that resembles a checkbook.

15. TurboTax and TaxCut are examples of Money Management software that can be used for what purpose?

16. Microsoft Outlook is an example of what kind of application software?

17. Why do businesses use Collaboration application software?

18. Does gaming software require a lot of computer power and if so, why?

19. What is your favorite gaming software?

20. What is Open-Source application software?